

## **POLICE AUTOMOTIVE MOTORCYCLE MECHANIC**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of police department operations, the major duties of which are the servicing and repair of police department motorcycles and any other assigned automotive equipment. Employees perform regular maintenance and service checks of equipment, make both major and minor repairs, and road test equipment to locate defects and check repair work. Duties are performed both in the department's repair shop and in the field. Incumbents perform most routine tasks independently with work assigned and reviewed by a line police officer at the rank of Police Sergeant. Police Department Mechanic is an entry level class and does not promote to any other class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Diagnoses problems with motorcycles or other assigned automotive equipment from information given by police officers who operate the equipment; performs complete overhaul and repair work on police motorcycles and any other assigned automotive equipment.

Repairs, rebuilds, and overhauls transmissions, differentials, and front and rear end assemblies.

Inspects, adjusts, and replaces necessary units and related parts, valves, pistons, piston rings, brakes, main bearing assembly, cooling, ignition, and fuel systems of motorcycles and other assigned vehicles.

Repairs and overhauls motors, generators, carburetors, clutches; replaces blade axles and springs.

Performs minor electrical repairs such as installing batteries, repairing and adjusting lights, and replacing generators and starters and other specialized related equipment.

Road tests equipment to locate defects and to check repair work.

Makes road calls, repairing equipment in the field when possible or operating towing equipment to tow in disabled equipment; maintains towing equipment.

Completes required forms such as work orders and requisitions.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have a valid Louisiana driver's license; must have a motorcycle endorsement on license prior to appointment.

Must have at least two (2) years experience working as a motorcycle mechanic in a full-time, paid position or two (2) years as an automotive mechanic with experience in motorcycle repair and maintenance.

Must not be less than twenty-one (21) years of age.

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